



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**April 30, 2018**

**GOM 2018-13**

TO: High School Counselors  
High School Principals  
High School District Superintendents

FROM: Catalina G. Mistler *Catalina G. Mistler*  
Deputy Director, Program Administration & Services Division

SUBJECT: **2018-19 High School Graduation Verification**

This Operations Memo from the California Student Aid Commission (Commission) reminds district and high school administrators of California Education Code 69432.92 (b) pertaining to high school graduation verification. High schools and high school districts are to verify the graduation of their pupils as soon as possible upon graduation but no later than August 31<sup>st</sup>.

- A student's Cal Grant Entitlement award is placed on-hold until the high school graduation requirement is satisfied.
- Verification of high school graduation will be done electronically, via [WebGrants](#) beginning the 1<sup>st</sup> of the month in which a student will graduate. Three options are available for high school graduation verification: "Graduated," "Not Graduated" and "Pending."
  - **Graduated:** student meets high school graduation requirements
  - **Not Graduated:** student is not expected to meet graduation requirements by December 31, 2018.
  - **Pending:** graduation cannot be determined due to transferring to another school/district **OR** if student will be working towards meeting graduation requirements through enrollment in summer school or adult school and is reasonably expected to complete graduation requirements by December 31, 2018.

### **Pending Status**

When the 'pending' option is selected, students will receive a message in their WebGrants for Students account letting them know that the self-certification option is not available and to contact the Commission to certify their high school graduation.

- Students will be required to submit a copy of their high school diploma and the high school graduation certification form (G-8). To obtain the form, students can contact Student Support at 1-888-224-7268 or at [studentsupport@csac.ca.gov](mailto:studentsupport@csac.ca.gov).

### **Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

***Working together to effectively promote education beyond high school!***